



EMPLOYMENT OPPORTUNITY

CITY OF LONG BEACH – DEPARTMENT OF DEVELOPMENT SERVICES

Community Worker – Non-Career (Unclassified)

\$14.096 - \$19.091 per hour

POSITION:

The Department of Development Services has an immediate opening for a Community Worker – Non-Career in the Neighborhood Services Bureau to assist with the Business Start-Up Grant and Commercial Improvement Rebate Program. This unclassified, non-career position is temporary and part-time and works in both the field and the office. Scheduled hours may vary by week, with a maximum of 1600 hours per 12 months. The position is not typically eligible for health/vision/dental benefits, however, may be eligible for sick leave benefits.

EXAMPLES OF DUTIES:

- Assist business and property owners as a first point of contact in person and by telephone for property owners interested in the Business Start-Up Grant and Commercial Improvement Rebate Program and work to assist them to submit complete applications.
- Return phone calls to commercial business and property owners to assist them with submitting the necessary documentation to be eligible for the programs.
- Conduct community / business outreach by walking door-to-door and making phone calls.
- Provide English / Spanish translation at neighborhood / business meetings and events.
- Research business and property ownership and business license information.
- Research past use of these programs at the properties by current business and property owners.

- Review weekly list of new business licenses to identify potential businesses eligible for \$2,000 Business Start-Up Grants for marketing and outreach.
- Photograph examples of CIRP-funded improvements and other events for Development Services social media and City of Long Beach annual caper report.
- Canvass liquor stores and provide information about CIRP assistance as part of the Alcohol Nuisance Abatement Ordinance (ANAO) Enforcement Task Force.
- Setup for events, including lifting/pushing/pulling tables and chairs, water, and tools.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Six months of fulltime experience working with the public and/or interacting with community groups.
- Bilingual skills English / Spanish.
- Possess a valid California Class C driver license and a current DMV driving record must be submitted at the time of selection interview.

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to effectively communicate verbally and in writing.
- Ability to work weekends and evenings.
- Familiarity with the living conditions of low income/diverse communities.
- Ability to use a personal computer to input and retrieve information.

APPLICATION PROCESS:

This recruitment will close at **4:30 PM on Monday, August 22, 2016**. To be considered, applicants must submit an online application at www.governmentjobs.com/careers/longbeach.

Incomplete application packets and application packets that clearly do not meet the minimum requirements will not be considered. The most qualified applicants will be invited to continue in the process.

If you require a special accommodation due to a disability, in order to participate in any phase of the selection process, or if you would like to request this information in an alternative format, please call (562)570-3807.

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.